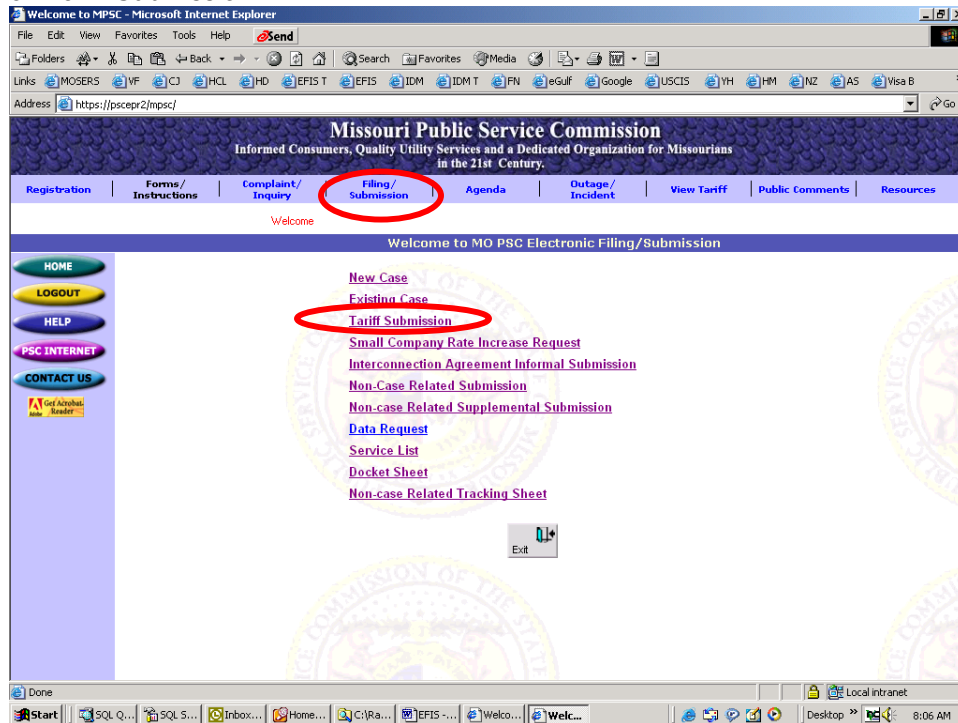


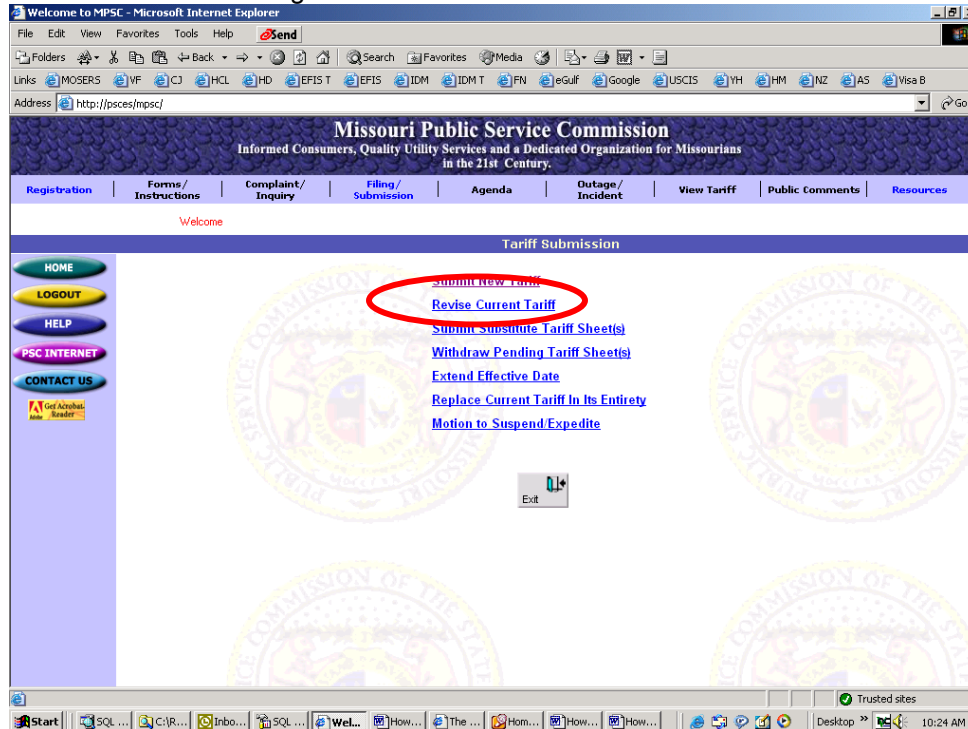
Missouri Public Service Commission

EFIS – How do I revise Current Tariff?

In order to file a tariff revision, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on Tariff Submission link.



You will receive following Tariff Submission Menu screen. Click on Revise Current Tariff link.



Missouri Public Service Commission

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You will receive following Revise Current Tariff screen.

Note: You may revise Currently Effective tariff only.

Step 1: Select Utility type

Step 2: Select Company for which you are revising a tariff.
The drop down list will contain only those Companies for which you are designated as their Contact. If you do not see the company for which you wish to file on behalf of, please contact the Company and ask them to add you as a contact.

Step 3: Enter PSC MO No. of Currently Effective Tariff that is to be revised.

Step 4: If this tariff filing is related to an existing Rate Case then enter applicable Case No.
Tariff needs to be filed in case prior to submitting as tariff filing.

Step 5: Enter Cite for Commission Authority, if applicable.

Step 6: Enter Purpose of Filing - a brief summary of the proposed changes to the tariff.

Step 7: Enter Details of Revision. (e.g., 1st rs replacing org p 1, 5 and 12-69).

Required Fields

- * Utility Type
- * Company Name
- * PSC MO No. Only one PSC MO number may be included for each tariff submission. Changes to multiple PSC MO numbers require a separate tariff submission for each.

Does this submission relate to an existing case? If yes, enter Case No.

Cite for Commission Authority

* Purpose of Filing: This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.

* Details of Revision List specific page(s) / sheet(s) being revised (e.g., 1st rs replacing org p 1, 5 and 12-69)

ff and appropriate dates

Step 8: Select appropriate Type of Tariff.

Issue Date will be auto populated.

Depending on your Type of Tariff, Calculated Effective Date will be auto populated.

Step 9: Enter Requested Effective Date.
You may use Calendar Control to select a date.
You may request any date that is later than Calculated Effective Date.

Step 10: Click on Continue Button

Welcome to MPSC - Microsoft Internet Explorer

Address: <http://pscepr2/mpsc/>

Missouri Public Service Commission
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians

Registration | Forms / Instructions | Welcome

*** Tariff Title**

Cite for Commission Authority

* Purpose of Filing: This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.

Please indicate the type of tariff and appropriate dates

* Type of Tariff

Issue Date

Calculated effective date based on type of tariff

* Requested effective date as it appears on the tariff page(s)

SL.No. Attachment(s) Security Level

Continue

Missouri Public Service Commission

EFIS – How do I revise Current Tariff?

You will receive following Attachment screen.

Note: You cannot use any special characters (% "& ^*#@) in filenames except an underscore or hyphen.

Step 1: Click on the Browse Button to select your document for attaching.

Step 2: Denote Security Level for your document.

Step 3: Click on Attach button.

Step 4: After all of your attachments are made, click on Done With Attach button.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button. It is the filer's responsibility to denote correct security level on every document.

If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.

Missouri Public Service Commission

EFIS – How do I revise Current Tariff?

You will return to Revise Current Tariff screen.

The screenshot shows the 'Submit New Tariff' page in a Microsoft Internet Explorer browser. The page header includes the Missouri Public Service Commission logo and navigation links: Registration, Forms/Instructions, Complaint/Inquiry, Filing/Submission, Agenda, Outage/Incident, View Tariff, Public Comments, and Resources. A sidebar on the left contains links for HOME, LOGOUT, HELP, PSC INTERNET, and CONTACT US. The main content area is titled 'Submit New Tariff' and includes a 'Form title' field with the value 'test'. Below this, there are fields for 'Type of Tariff', 'Issue Date', and 'Calculated effective date based on type of tariff'. A red asterisk indicates that the 'Requested effective date' should be as it appears on the tariff page. A table lists attachments, with one entry: '1. test document.pdf'. At the bottom right, there is a 'Security Level' dropdown set to 'Public' and three buttons: 'Submit', 'Attach', and 'Exit'. Two yellow callout boxes provide instructions: one points to the 'Submit' button, stating 'Step 11: Click on Submit button. You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.'; the other points to the 'Attach' button, stating 'You may make additional attachment(s) by clicking on Attach button'. A third yellow box at the bottom of the page provides confirmation messages: 'On successful submission, you will receive a confirmation message. If you associated your tariff with a case then your message will be similar to **Your submission to YE-2007-0026 has been successfully submitted.** If not, then your message will be similar to **Your submission to JE-2007-0026 has been successfully submitted.**'

Step 11: Click on Submit button.
You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

On successful submission, you will receive a confirmation message.
If you associated your tariff with a case then your message will be similar to
Your submission to YE-2007-0026 has been successfully submitted.
If not, then your message will be similar to
Your submission to JE-2007-0026 has been successfully submitted.